IBS CMM

(Integrated Booking System Container Management Module)

Manager's Training
Read Only (RO) User

IBS CMM ACCOUNT MANAGER'S TRAINING

- Before you can access IBS CMM, you must first have an account.

- If you **do not** have an account, go to the IBS CMM website; https://CMST.arcent.army.mil or the Alternate IBS CMM URL; https://CMST.mtmc.gov .
- Click ETA Home (to Register)

-If you **DO NOT** already have an ETA account then select Register for First Time (link near the top of the page),
-Scroll part way down the next page and check the IBS CMM - CENTCOM check box and pick an IBS CMM -CENTCOM Role.
-Scroll down to the bottom of the page and click on the Generate Request Form button.
-On the next page fill in the mandatory fields and update any other POC info and then click on the Submit Request button.

-If you **DO** already have an ETA account then select Register for Add'l Systems (link near the top of the page).
-Log in with your ETA User ID and password.
-Scroll part way down the next page and check the IBS CMM - CENTCOM check box and pick an IBS CMM - CENTCOM Role.
-Scroll down to the bottom of the page and click on the Generate Request Form button.
-On the next page fill in the mandatory fields and update any other POC info and then click on the Submit Request button.

- You will receive your UserID upon registration and Password via email. This normally takes 2 to 4 days.

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IBS CMM MANAGER'S TRAINING

IBS CMM is an Army approved automated web-based container management database that provides container visibility in the CENTCOM AOR. IBS CMM is updated by the field users as the container is received at a location (in-gated), is shipped from a location (out-gated), or as the status (emptied or filled), use, and/or condition of the container is changed.

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IBS CMM MANAGER'S TRAINING

$$$ Detention $$$

Detention is when a Carrier Owned Container exceeds it's "Free Time" limit, which is normally 9 days after the container is off loaded at the port. After the free time has expired, the container starts accruing detention fees at a rate of $9.00 to $35.00 or more per day.

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IBS CMM MANAGER'S TRAINING

CONTAINER OWNERSHIP CODES

IBS CMM must be used to determine ownership of a container. Ownership codes are:

- **"G"** – Government owned container
- **"C"** – Carrier owned container **(Detention Container)**
- **"L"** – Government leased container
- **"Q"** – Carrier Leased to Government
- **"U" –** Unknown Owner
- **"N"** – Non-Military (Contractor or Coalition)

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IBS CMM MANAGER'S TRAINING

- IBS CMM is also the container manager's management tool to:

    1. Track container ownership, status, use, condition, and location
    2. Research containers
    3. Create specific reports showing only the information you require or wish to see
    4. Export all reports to Excel giving you the ability to sort or manipulate data any way you choose

- (Note: You will not be able to 'Export' reports that are longer than 65,000 rows. If you pull a report that is 65,000 rows or more, the 'Export' buttons for Excel and .PDF will disappear.)

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IBS CMM MANAGER'S TRAINING

There are 6 (six) types of IBS CMM Users:

1. **CENTCOM CDDOC CME** is responsible for the overall management of theater container tracking.
2. **Ocean Carrier User** Reviews and acknowledges notification of container pickup. Example: Maersk, Lykes, P&O NedLloyd, American President Lines.
3. **Report User** Reviews reports and container information. Cannot update any data. Example: Unit Container Managers, UMOs, S4s.
4. **SDDC OPSCNTR Retrograde** Surface Deployment & Distribution Command Operations Center Retrograde
5. **Strategic Lift User** is responsible for the Discharge, InGate, OutGate, Transload, Exporting of Containers at the Port. Example: Port Managers.
6. **Theater User** is responsible for the In-Gate, Out-Gate of Containers. Example: SSAs, ASPs, KBR Yards, Staging Areas, CRSPs, FRPs.

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IBS CMM Login Page

The IBS CMM Login Page gives you all of the current IBS CMM updates. It also provides a link to download IBS CMM Training Slides for Iraq Theater Users and Read Only Users (Managers)

- **IBS CMM UPDATES AS OF 12 August 2006**
- **New Feature/Update: Inventory Functionality**
  - **New Inventory Status: Found, Lost, Verified, In-Transit, Archive, Not Inventoried**
  - **Applying Inventory Status: InGate Found Check Box will write Found when checked and Verified when unchecked; OutGate Lost Check box will write Lost when checked and In-Transit when unchecked; Update Verified Check Box will write Verified when checked and nothing when unchecked; Exports and Carrier Pickups will write Archive; all containers will start as Not Inventoried.**
- **CMSS: Version 21 Ingate/Outgate Spreadsheet is downloadable for all locations in three formats (one for KU/IZ, one for AF/PK/UZ, and one for AE/BA/DJ/MU/QA). Please do not use other versions.**
- **184th CME Email: The centcom-cme@arifjan.arcent.army.mil email address is valid for the 184th CME cell in Kuwait as well as the 184th CME LNO's in Iraq and Afghanistan.**
- **MNC-I C4 Homepage on SIPR: http://spsan.iraq.centcom.mil/C1/Transportation/Container%20Ops/index.htm**
- **IBS CMM Training Slides: Download the IBS CMM Training Slides. It is recommended that you Save the slides vice Opening directly.**

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CMSTMain - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address https://cmst.arcent.army.mil/cmst/WebApp/CMSTMain.aspx Go Links

Container Management Support Tool (CMST)

Help | Find: Container Number | Find Multiple | Select Location ARIF | GO!

Home | InGate | OutGate | Detention | Contact Lookup | Adhoc | Logoff

CMST POCs in CENTCOM

- Kuwait-
  - 184th Container Management Element
    - DSN: 318-430-5018
    - COM: 965-389-5018
    - E-mail: centcom-cme@arifjan.arcent.army.mil
- Iraq-
  - 184th CME LNO
    - DSN: 318-822-5317
  - 3rd COSCOM Container Manager
    - DSN: 318-829-3049
  - 840th DDSB
    - DSN: 318-829-1141/1142
  - MNC-I C4 Container Manager
    - DSN: 318-822-2484
- Afghanistan-
  - 184th CME LNO
    - DSN: 318-231-4326
  - 14th MCB
    - DSN: 318-231-3307

Menu Options	Description
InGate Report	Shows all containers at a location.
OutGate Report	Shows all containers In Transit.
Detention Report	Shows all containers with Detention Charges.
Contact Lookup Report	Shows all CMST Contacts.
Adhoc Report	Allows for the creation of Adhoc Reports.
InGate/OutGate Spreadsheets	Download the latest InGate/OutGate Spreadsheets containing updated location codes/names.

Security Notice | Disclaimer

Done Internet

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IBS CMM MANAGER'S TRAINING

READ ONLY USER'S HOMEPAGE FUNCTION TABS

1. Find and Find Mulitple – Gives user the ability to research container(s)
2. InGate Report – Shows all containers at a location
3. OutGate Report – Shows all Containers in Transit
4. Detention Report – Shows all active Detention drawing containers
5. Contact Lookup Report – Shows all IBS CMM Contacts
6. ADHOC Report – Allows for the creation of ADHOC Reports

- **RO users are just that, they cannot create InGates/OutGates in IBS CMM or with CMSS. If they need that capability then they should be trained as a TU and given the proper role.**

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STANDARD REPORTS

- These are reports that show you certain groups of information as defined below. All of these reports can be manipulated to summarize the counts of containers by a certain field or types of containers. These reports can also be downloaded into either Microsoft Excel (.xls) or Adobe Acrobat Reader (.pdf) and printed.

- Whenever you open a **STANDARD REPORT**, it will automatically default to your location (Geo-Loc). You can also summarize the report to a country or to a specific location other than your default location (Geo-Loc).

- **ADHOC REPORTS:** This feature will allow you to create specific reports showing only the information that you choose to see. These reports can be saved so that you can run them as frequently as you wish. (See building ADHOC Reports on slide 37)
- **IN-GATED REPORT:** This report shows all containers that are currently IN-GATED at a certain location. It is a current inventory of containers by location. It also provides an Inventory Status & Inventory Date. Inventory Date will be blank when Inventory Status = Not Inventoried.
- **OUT-GATED REPORT:** This report shows all containers that are in-transit and includes any containers that have been OUT-GATED but not IN-GATED. It also provides an Inventory Status & Inventory Date. Inventory Date will be blank when Inventory Status = Not Inventoried.
- **DETENTION COST:** This report will now only show those Carrier Containers past free time (with calculated detention…a $0 daily rate is a calculated detention). Those Carrier Containers with 'blank' detention that used to show will no longer show on this report (unless a Discharge Date is added and then Detention Calculates the next time it runs).
- **CONTACT LOOKUP:** This report allows you to look up the contact information for any registered IBS CMM Users. When selected it will default to your location (Geo-Loc).

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PREDEFINED REPORTS

- The PREDEFINED REPORTS are a list of several different ADHOC reports that are most commonly run by IBS CMM Users. These reports can be found by going to the STANDARD REPORTS dropdown menu, selecting ADHOC, and then viewing the dropdown menu of the PREDEFINED REPORTS within ADHOC.

- You can request to add a PREDEFINED REPORT to IBS CMM through the CENTCOM CME if it is a report that will be useful for more than one location.

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PREDEFINED REPORTS

- **ADHOC Asset Inventory By Country**
  Gives the Total number of Containers by Owner Code for each of the Countries in the Centcom AOR
- **ADHOC Asset Inventory By Location**
  Gives the total number of Containers by Owner Code for each of the GEOLOC in the Centcom AOR
- **ADHOC Carrier 7 Day Pickup/Export By Location**
  Gives a list of all the containers with an Export (TX) or Carrier Pickup (CP) event by GEOLOC for the past 7 days
- **ADHOC Carrier Containers By Location**
  Gives a list of containers by GEOLOC that are listed as a Carrier Owned (C) Container in IBS CMM
- **ADHOC Carrier Containers Without Discharge**
  Gives a list of the containers that have no Discharge Date
- **ADHOC Contractor or Coalition Forces Containers**
  Gives a list of all the Containers that are Owned by Non-Military (Contactor or Coalition Forces)
- **ADHOC Current Event Count by Location**
  Gives a list of GEOLOC codes with the current status of events for each GEOLOC

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PREDEFINED REPORTS

- **ADHOC Destroyed Irreparable Containers**
  Gives a list of all containers listed as Destroyed/Irreparable Status
- **ADHOC Detention Snapshot By Country**
  Gives a Snapshot in Time of Estimated Detention by Country for the CENTCOM AOR
- **ADHOC Carrier Container Discharges Created Past 7 Days**
  Gives a list of a Carrier containers discharged from the port in the past 7 days
- **ADHOC InGatesOutGates Past 30 Days**
  Gives a list by GEOLOC with the number of containers with In-Gates and Out-Gates over 30 days
- **ADHOC InGatesOutGates Past 7 Days**
  Gives a list by GEOLOC with the number of containers with In-Gates and Out-Gates over 7 days
- **ADHOC ISO STD Container Number Check**
  Gives a list of containers and validates whether or not the containers check digit is correct (True) or incorrect (False)
- **ADHOC OutGated Containers**
  Gives a list of all outstanding OutGated Containers by container number with the location it was outgated from and to
- **ADHOC Ownership Changes Past 7 Days by Location**
  Gives all the containers that have had the ownership changed (ex. C to G) in the past 7 days by Location

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PREDEFINED REPORTS

- **ADHOC Pending Buyout Containers**
  Gives a list of all containers that have been listed as Pending Buyout
- **ADHOC Pool Containers by Location**
  Gives a list of all Containers that have been listed as a Pool Container to be used with Transload Operations
- **ADHOC Transloaded Containers by TL Site**
  Gives a list of all containers by where they were transloaded. List the transloaded from container and the transloaded to container
- **ADHOC Unknown Locations**
  Gives all container that are in an Unknown Location (ex. Unknown COSCOM)
- **ADHOC Unknown Ocean Carrier**
  Gives all Containers with unknown Ocean Carrier Code. (Ocean Carrier Code will be UNKN in IBS CMM instead of being MAEU, LYKL, POCL, APLS)
- **ADHOC Unknown Ownership**
  Gives all Containers with Unknown Owner Code. (Owner Code will be unknown owner, U, in IBS CMM instead of being C, Q, L, G, N)
- **ADHOC Unknown Type**
  Gives all Containers with the Size/Type of Unknown. (Size/Type ex. 20 FT DRY)
- **ADHOC Unserviceable Containers**
  Gives all Containers with the Damage Status of Unserviceable
- **ADHOC Inventory Status by Locations**
  Gives the inventory status Lost, IN-Transit, Verified or Found by locations

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PREDEFINED REPORTS (CON'T) INSTRUCTIONS:

1. Select the PREDEFINED REPORT that you wish to view.

2. Click on the selected report you wish to run and wait for your report to appear.

3. Some reports may take longer to run than others depending on the size of the report and your internet connection.

4. Once the report has run and the information is displayed, you can export the information to either Excel (.xls) or Adobe Acrobat Reader (.pdf).

5. Because these are PREDEFINED REPORTS for all IBS CMM Users, they are not location specific. You may want to export the file to Excel so that you can further manipulate the information and delete unnecessary locations from the report.

6. (Note: You will not be able to 'Export' reports that are longer than 65,000 rows. If you pull a report that is 65,000 rows or more, the 'Export' buttons for Excel and .PDF will disappear.)

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HOW TO USE THE FIND AND FIND MULTIPLE FEATURE

Allows the user to find one or multiple containers

1. Click on the “Find Multiple” button at top of your screen. Once your screen refreshes, view the Saved Container message. If you have saved containers remove them by clicking on the Clear Saved Containers button at the bottom of the screen prior to entering new numbers in the window provided.

2. Container number must be entered without spaces, dashes, etc. A complete container number consist of 4 letters and 7 digits i.e. ABCD1234567. Usually the 7th digit is slightly to the right of the other numbers.

3. Click on Check Availability button to ensure containers are in the database. If containers are not in the database, the numbers will be displayed in the “Containers Not In Database” Window.

4. Click on Save and Display button to display the containers that are in the database.

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Inventory Functionality

- New Inventory Status:
  1. Found
  2. Lost
  3. Verified
  4. In-Transit
  5. Not Inventoried

- Applying Inventory Status:
  1. InGate Found Check Box will write Found when checked & Verified when unchecked
  2. OutGate Lost Check Box will write Lost when checked & In-Transit when unchecked
  3. Update Verified Check Box will write Verified when checked & nothing when unchecked

- All containers will start as Not Inventoried
  1. Once a container's Inventory status changes from Not Inventoried, it should never get this Inventory Status again (it should just change between Found, Lost, Verified, In-Transit).

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ADHOC Report

- The **ADHOC REPORT** in IBS CMM will allow you to create reports showing only the information that you choose to see. These reports can be saved so that you can run them as frequently as you wish. To get to the **ADHOC REPORT:**

    1. Go the dropdown menu on **STANDARD REPORTS** on the upper left side of your screen.
    2. Click on **ADHOC REPORTS**.
    3. Once your screen refreshes, click on **"Basic ADHOC".**

- It is important to remember that when you create a report using **BASIC ADHOC**, the information that is pulled is the most recent information for the fields that you select - it does not show the history of containers. For that reason, it is very important that you use filters on your reports to show the exact information that you want to see.

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How To Build An ADHOC Report (Instructions)

- **Select Fields:**

1. The window on the left side of your screen lists all the "Available Fields" that you can include in your ADHOC REPORT.

2. The fields that you select will be the fields that are listed across the top of your report as row headers.

3. To select the fields you want displayed, click on the field on the left so it is highlighted and then click on the "Add Field" button in the middle of the screen. Or, just double click the selected field.

4. Your screen will refresh and the selected field will now move to the window on the right for "Selected Fields".

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How To Build An ADHOC Report (Instructions)

- **Select Fields: (con't)**

5. Repeat this step until all the fields you wish to see displayed are in the right-side window.

6. If you wish to remove fields from the "Selected Fields" window, highlight the field you wish to remove and click on the "Remove Field" button in the middle of the screen.

7. You may also change the way that the "Selected Fields" will be displayed in your report by moving fields up or down in the "Selected Fields" window.

8. To do this, highlight the field you wish to move up or down and click on the corresponding button in the middle of your screen.

9. Once you have completed your field selection, click on the "Next" button at the bottom of the screen.

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How To Build An ADHOC Report (Instructions)

- **Add Filters:**

1. The window on the left side of your screen lists all the fields that you can use to filter the information in your report.

2. Click on the field that you want to filter. Several of the buttons in the middle of the screen will now be activated.

3. You may filter to include specific information or you may filter to not include specific information for that field.

4. (Note: When you are filtering to include or exclude something, it is better to use the "Is like..." button rather than the "Is equal to..." button. If you use the "Is like..." button, the filter will match what you enter in the textbox with anything that 'is like' that in IBS CMM. If you use the "Is equal to..." button, IBS CMM will only filter for exact matches to what you type in the textbox.)

5. Click on the "Next" button when you are ready to move on.

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How To Build An ADHOC Report (Instructions)

- **Determine Sorting:**

1. This screen looks the same as the "Select Fields" screen. However, on this screen you will determine how you want the rows of information listed in your report.

2. Highlight and add the fields that you wish to sort by in your report.

3. Click on the button labeled "Finish".

4. Once your report is displayed, you can export it to Excel and manipulate the data any way you choose.

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Saving Your ADHOC Query

Once you have completed your ADHOC query and you report is displayed, you have the option of saving it.

1. To save your query, enter a Title in the space provided
2. Enter a Description in the space provided (optional)
3. Click on the “Save ADHOC” tab
4. To return to a saved query, click on the “Select Saved Query” from the ADHOC Query Screen

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Deleting Saved ADHOC Queries

If you no longer need a saved ADHOC query, you can delete it by returning to the “Saved ADHOC” page, then clicking the “Delete Query” button to the right of the saved query.

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